



MECKLENBURG COUNTY
Land Use and Environmental Services Agency
Code Enforcement

9-28-12

COVER SHEET FOR CTAC PLAN REVIEW SUBMITTAL

The following must be read, understood and signed, by all applicants. For new upfits/renovation projects located within the City limits of Charlotte and Mecklenburg County the following will be required:

- 1) A completed Building Permit Application; including all contractor/subcontractor information and costs. Note: Those projects located in the towns of Davidson, Cornelius, and Huntersville will need zoning approval from the Town Administrator at those jurisdictions prior to plan submittal. (Davidson: 704-892-7591; Cornelius: 704-892-6031; Huntersville: 704-875-7000)
- 2) Mapping/GIS Address Verification Form completed and signed by applicant.
- 3) Two (2) complete sets of construction documents. Building Code Summary Sheet 2012 (Appendix B) must be reproduced on the plans. Minimum plan sheets size is 18" x 24".
- 4) If project has exterior work and is in the City of Charlotte, approval for site related issues by City Engineering and Urban Forestry is required prior to plan submittal. Contact City Engineering at 704-336-6692.
- 5) A completed and signed [self-gatekeeping checklist](#).

This submittal is not an all-inclusive submittal for all agencies' approvals. Separate permits and separate plan submittal may be required, refer to the plan submittal document on our website, www.meckpermit.com.

"I understand and have complied with the submittal procedures and I further understand that should this submittal package not include all the necessary plans, my project will not be processed for plan review."

APPLICANT SIGNATURE: _____

APPLICANT NAME: (Print) _____

COMPANY NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ DATE: _____

EMAIL: _____

Name of Project: _____

Description of Work: _____

SQUARE FEE OF AFFECTED AREA: _____

If this project is **Revisions to Approved Plans (RTAP)** please indicate who will be responsible for payment of fees:

Name: _____ Account #: _____